

**Social Networks Testing Program  
Program Manager's Monitoring Tool**

<b>Organization:</b>	<b>Date of Review</b>
<b>Staff:</b>	<b>Reviewer Name</b>

**Recruiter Enlistment Phase**

**How are potential recruiters identified (e.g., in-house case managers, referrals from collaborating agencies, etc.?)**

**Is the process the same as in the implementation plan?  
If no, why?**

**Who conducts this activity?**

**How potential recruiters screened (e.g., screening criteria)?**

**Is the process the same as in the implementation plan?**

**If no, why?**

**Who conducts this activity?**

**How are recruiters contacted (face to face, phone call, letter?)**

**Is the process the same as in the implementation plan?  
If no, why? N/A**

**Who conducts this activity?**

**What is the process of explaining and inviting participants to participate in the project (script for outreach workers, case managers, etc?)**

**Is the process the same as in the implementation plan?**

**If no, why?**

**Who conducts this activity?**

**How many recruiters are projects currently working with?**

**Too many?**

**Too few?**

**Who conducts this activity?**

**Are recruiters of the target population?**

**If no, why?**

## **Orientation Phase**

**How long is the orientation process?**

**Is the process the same as in the implementation plan?**

**If no, why?**

**What information is given to recruiters during orientation?**

**Is the information the same as in the implementation plan?**

If no why?

## **Interview/Coaching Phase**

**How are programs interviewing recruiters?**

**Is the process the same as in the implementation plan?**

**If no, why?**

**Who conducts this activity?**

**How are programs developing plans for recruiting network associates?**

**Is the process the same as in the implementation plan?**

**If no, why?**

**Who conducts this activity?**

**How are recruiters being coached?**

**Is the process the same as in the implementation plan?**

**If no, why?**

**Who conducts this activity?**

## **Recruitment Phase**

**How are recruiters contacting network associates?**

**Is the process the same as in the implementation plan?**

**If no, why?**

**Who oversees this process?**

**What are recruiters being coached to tell their network associates?**

### **CTR Phase**

**How are network associates obtaining CTR?**

**Is the process the same as in the implementation plan?**

**If no, why? N/A**

**Who oversees this activity?**

**How are network associates obtaining test results?**

**Is the process the same as in the implementation plan?**

**If no, why?**

**Who oversees this activity?**

### **Referral Phase**

**How are network associates being referred for appropriate services?**

**Is the process the same as in the implementation plan?**

**If no, why? N/A**

**Who oversees this activity?**

**How are programs tracking referrals?**

**Is the process the same as in the implementation plan?**

**If no, why?**

**Who oversees this activity?**

## Quality Assurance

How are program managers monitoring their projects?
Observation of meeting/debriefings
Observation of orientation process
Observation of interview process
Observation of counseling and testing process
Observation of referral tracking system
Observation of data collection activities

## **Reviewer Recommendations**

<b>Recruiter Enlistment</b>
<b>Engagement (Orientation/Interview/Coaching)</b>
<b>Counseling and Testing</b>
<b>Referral</b>